INSTRUCTIONS FOR COMPLETING THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTOR
PREQUALIFICATION APPLICATION

To be eligible to bid, an application must be completed in its entirety and received at least 14 days prior to your first anticipated bid opening date. KEEP THIS DOCUMENT FOR YOUR RECORDS.

Forms and instructions may be obtained at:
http://www/mhd.state.ma.us/default.asp?pgid=content/prequal102&sid=about

BEFORE MOVING ON TO PAGE 1 OF THE APPLICATION, PLEASE PRINT THIS PAGE AND USE WHEN FILLING OUT YOUR APPLICATION TO ENSURE COMPLETION IN ITS ENTIRETY.

GENERAL INFORMATION

• All pages and sections must be completed and correct. If not, the application will be returned by mail to the applicant for correction.
• Do not use correction fluid or correction tape.
• If accepted, an approval letter will be sent.
• The correct form must be submitted. Outdated forms or page will not be accepted.
• An original signed application must be sent. Copied or faxed signatures will not be accepted.
• Prequalification is required for all contractors bidding on MassDOT – Highway Division or Chapter 90 work.
• If a section does not apply, enter “Not Applicable”.

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1. Enter the legal name under which you wish to bid. Provide your business address, telephone number, fax number, and company email address.
2. Enter Massachusetts Vendor Code. Tax ID number is listed on application.
3. Provide the number of year’s applicant has been in business under present name.
4. Classes of Work: Check beside each Class of Work for which you wish to be prequalified and for which you have demonstrated the experience in Question 10 pages 7-9. This experience must be your own workforce.

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5. Mark your business organization.
5a. Provide state of incorporation, president, treasurer and secretary information.
5b. If application is a Partnership, complete provide name of partner, address, and percent of ownership.
5c. If application is a Limited Liability Corporation, list the name of each member, address and percent of ownership.
5d. If application is Doing Business as D.B.A., list individual name, and business address.
6. Provide requested information on Surety Company you expect to provide performance and payment bonds. If you make a change in your surety company during the year you must submit in writing a letter notifying the MASSDOT Prequalification office to that effect.

7. Indicate the largest performance bond furnished by the Contractor to an awarding authority or owner and all requested information.

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8. **Past Performance**: Please read this section carefully and provide all requested information.

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9. **Legal or Administrative Proceedings: Compliance with laws**: Please read this section carefully and provide all requested information.

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Please read question ten carefully and provide all pertinent information as requested. Please provide three completed projects for each Class of Work your firm has performed.

10.

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11. **Equipment List**:
   - Contractor must complete this question and provide information in the format shown.
   - Contractor must complete this question. If the firm leases equipment the firm must list the company’s name and type of equipment. Also enter description, location and capacity.
   - Please note that equipment lease agreements should be for a one year period.

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12. Please read questions 12, 13 and 14 carefully and provide all requested information.

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13. Signature must be of an individual who is authorized to execute bids and/or contracts.